

West Virginia Department of Transportation

Division of Motor Vehicles

Application for Refund



P0 Box 17700 • Charleston, WV 25317
1-800-642-9066 • www.dmv.wv.gov

ALL REFUND REQUESTS MUST BE ACCOMPANIED BY COPIES OF CANCELLED CHECKS, FRONT AND BACK.

DMV Policy: Refunds will be given for unused decals and unused plates with the return of the decal, plate, and registration card. **On duplicate payments, the Division will refund with both cash receipts and copies of both canceled checks.** On driver's license applications, the Division will refund only on a departmental error or the return of the photo card. On CDL's, the Division only refunds on departmental error. All applications for refund must be tendered to the Division of Motor Vehicles within six months after the date of transaction.

A) Required Refund Information

REFUND TO (NAME)					
ADDRESS			CITY	STATE	ZIP CODE
DRIVER'S LICENSE NUMBER		EXPIRATION DATE		DATE OF BIRTH	
PLATE NUMBER (INCLUDE SPACES)		VIN NUMBER			
MAKE	MODEL	YEAR	WEIGHT	TITLE NUMBER	

Reason for Refund _____

Refund Total \$ _____ Signature (X) _____
SIGNATURE - YOU MUST SIGN HERE TO CERTIFY YOUR REQUEST

B) Credit Card Payment Detail (If applicable)

Credit Card Refund Policy: You may only have the refund transaction applied to a credit card if a credit card was originally used. When you elect to have a refund processed to a credit card, it must be the same credit card used in the initial transaction.

Card Type ☐ DISCOVER



Card Number _____

Expiration Date ____/____

Card Holder Signature (X) _____ Date _____

Division of Motor Vehicles Use Only • If error was made by DMV, a Supervisor must sign below.

Supervisor's Signature _____

FIMS Number _____

Accounting Sign-Off _____

Date _____

Date Completed _____

Warrant Number _____